

Sitka COVID Conscious Business (CCB) Program

Application Form

****BEFORE YOU START****

Before filling out this application, please ensure that you have met the following minimum requirements for the program.

The Education, Planning, and Prevention sections will evaluate your business/organization's COVID readiness and mitigation.

Applicants must achieve a minimum of 85 points out of a possible 100 points for program certification.

Please note that requirements for this program will adapt as recommended guidance and best practices evolve.

For questions, please contact

907-747-1815

covidconscious@cityofsitka.org

* Required

MINIMUM REQUIREMENTS

The minimum requirements must be met in order to apply for program certification.

The business/organization applying for CCB certification is established and provides goods and/or services to the community of Sitka.

Mark only one oval.

Yes

No

A walk-through with a CCB Coordinator completed. If this has not been completed, please schedule your walk-through by emailing covidconscious@cityofsitka.org

Mark only one oval.

Yes

No

Mandatory masking/face covering policy and signage for employees, customers, and guests as appropriate for your business type.

Mark only one oval.

Yes

No

BUSINESS INFORMATION

Name and Title of Person Completing the Application *

Business Mailing Address *

Business Physical Address *

Business Phone *

Business Email Address *

Business Website

Type of Business *

Mark only one oval.

- Food & Beverage
- Retail
- Lodging
- Personal Services (health services, massage, salons, barbers, etc.)
- Other Services (consulting, accounting, insurance, etc.)
- Banking
- Manufacturing & Construction
- Seafood Industry
- Transportation & Logistics
- Tour Operations
- Other

Name of your Business' COVID Contact *

Businesses must designate a point person to serve as their COVID Contact. This person can be the owner, manager, or a separate designee. This person will be CBS' primary contact for the COVID Conscious Program.

COVID Contact Phone: *

COVID Contact Email: *

A total of 25 points are available in this section.

EDUCATION (questions 1-5)

- 1) Employees have reviewed the CDC's mask education materials found at:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html> (7 points)

7 points

Mark only one oval.

- Yes
- No

2) Do not enter/conduct business if you are sick signage displayed at entrance. Examples can be found at: <http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/business.aspx> (4 points)

Mark only one oval.

Yes

No

3) Physical/social distancing signage displayed. Examples can be found at: <http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/business.aspx> (4 points)

Mark only one oval.

Yes

No

4) Hand hygiene instructions and signage displayed. Examples can be found at: <http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/business.aspx> (4 points)

Mark only one oval.

Yes

No

5) COVID safety training for employees conducted and documented as new guidelines are released from CDC and/or AK DHSS. (6 points)

Mark only one oval.

Yes

No

PLANNING (questions 6-9)

A total of 20 points are available in this section.

6) Written COVID mitigation plan. Example at:

<https://ready.alaska.gov/Covid19/Documents/CWPP/Instructions%20for%20Community-Workforce%20Protective%20Plans%20v2.0.pdf> (4 points)

4 points

Mark only one oval.

Yes

No

7) Procedure for testing of employees such as daily temperature testing and/or voluntary COVID testing (6 points)

6 points

Mark only one oval.

Yes

No

8) Supportive leave policies for employees to encourage them to stay home when sick (6 points)

6 points

Mark only one oval.

Yes

No

9) Plan to assist with contact tracing efforts if an employee or customer/client gets sick. Examples include contacting the local Public Health office, having a customer/guest sign in sheet, keeping an appointment book, etc. (4 points)

4 points

Mark only one oval.

Yes

No

PREVENTION (questions 10-18)

A total of 55 points are available in this section.

10) Free masks/face coverings available for employees, customers, and guests (8 points) 8 points

Mark only one oval.

Yes

No

11) Hand sanitizer/hygiene station at entrance and registers. (8 points) 8 points

Mark only one oval.

Yes

No

12) Plexiglass shields or other barriers at front counters or customer service desks (4 points) 4 points

Mark only one oval.

Yes

No

13) Personal Protection Equipment (PPE) such as masks, gloves, face shields, etc. provided to employees as appropriate for business type. Adequate quantities are kept on hand and actively used. (8 points) 8 points

Mark only one oval.

Yes

No

14) Options for curbside pick-up, delivery, or other remote means of offering goods/services (7 points). (Please note: If this is not applicable to your business type, points will not be deducted for selecting N/A.) 7 points

Mark only one oval.

Yes

No

N/A

15) Options for contactless transactions available (appointments and reservations, online check-in, online payment, and/or touchless payment,) (4 points) 4 points

Mark only one oval.

Yes

No

16) Floor decals, markers, and/or signage for recommended social distancing in place. (6 points) 6 points

Mark only one oval.

Yes

No

17) Frequent cleaning of high touch surfaces required and documented. Example of checklist can be found in Toolkit at: <https://cityofsitka.org/sitka-covid-conscious-business-program/> (6 points) 6 points

Mark only one oval.

Yes

No

18) Foot traffic pattern designed to minimize customer contact such as separate entry/exit points, one-way aisles, capacity limits, etc. (4 points) 4 points

Mark only one oval.

Yes

No

This content is neither created nor endorsed by Google.

Google Forms